

## INFORMATION TO APPLICANTS FOR A CERTIFICATE OF APPROPRIATENESS

### CITY OF GREENVILLE NORTH CAROLINA

The Historic Preservation Commission meets on the fourth Tuesday of each month at 7:00 p.m. in the First Floor Conference Room of the historic Municipal Building, located at 201 Martin Luther King, Jr. Drive.

All applications for a Certificate of Appropriateness are due in the City of Greenville Planning and Community Development Office (Phone (252) 329-4498), located at 201 West First Street, **twenty (20) working days** prior to the meeting of the Historic Preservation Commission at which the application is to be considered.

This application is to be used for the following types of procedures:

<b>Alteration:</b>	Changes to exterior appearance of existing structure.
<b>Addition:</b>	Construction of new portion to existing structure.
<b>Restoration:</b>	Changes to exterior of existing structure designed to restore earlier appearance.
<b>Reconstruction:</b>	Construction of new freestanding building designed to replace former building.
<b>New Construction:</b>	Construction of new freestanding building.
<b>Demolition:</b>	Removal of an existing building or a portion of an existing building.
<b>Moving:</b>	Removal or placement of a building or portion of a building to be relocated.
<b>Environmental:</b>	Changes to or addition of environmental features including fences, pavement, etc.
<b>Other:</b>	Any other work which will visually change the appearance of the structure or the district.

**All applications must be accompanied by the following information, otherwise they will not be accepted:**

?	Detailed Project Description	?	Photographs
?	Plot Plan	?	Scaled Drawings/Elevations
?	Signatures of Applicants (s)		

It is recommended that you consult with the City Building Inspections Office (Phone (252) 329-4466), located at 201 West First Street, prior to submitting any plan to be assured of their technical acceptability. The City Zoning Administrator (Phone (252) 329-4486), may be contacted regarding setbacks for new construction and additions.

If you are unsure which guidelines and standards apply to your project, please contact the Department of Planning and Community Development at (252) 329-4498.

**Your attendance or that of your authorized representative is required at the meeting of the HPC at which the application will be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**

**CITY OF GREENVILLE**  
**APPLICATION FOR A HISTORIC PROPERTY**  
**CERTIFICATE OF APPROPRIATENESS**

THIS SECTION FOR STAFF USE ONLY

COA # \_\_\_\_\_ Parcel # \_\_\_\_\_ NR # \_\_\_\_\_ Date Received \_\_\_\_\_ Date Complete: \_\_\_\_\_  
Meeting Date \_\_\_\_\_ APO sent \_\_\_\_\_ FOF \_\_\_\_\_  
☐ description      ☐ plot plan      ☐ scaled drawing      ☐ photos      ☐ APO list

I (We) the undersigned do hereby respectfully make application for a Certificate of Appropriateness for the following plans and proposals:

1. APPLICANT INFORMATION

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (business) \_\_\_\_\_

Location of Property: \_\_\_\_\_

2. EXISTING CONDITIONS:

Current Use : \_\_\_\_\_ Previous Renovations \_\_\_\_\_

3. PROPOSED ACTION:

I (We) hereby apply for the Certificate of Appropriateness required by the laws of North Carolina and the Ordinances of the City of Greenville representing the following (check):

☐ Alteration      ☐ Addition      ☐ Restoration      ☐ New Construction  
☐ Reconstruction      ☐ Demolition      ☐ Environment      ☐ Other

4. ATTACHMENTS:

COA application must contain a detailed description of the project, plot plans, scaled drawings/elevations and photographs. Any other materials may be supplied to assist the Commission in its decision. Please label the exhibits as shown below.

Exhibit A: Detailed Description

Exhibit C: Scaled Drawings/Elevations

Exhibit B: Plot Plans

Exhibit D:

Photographs

**Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**

\_\_\_\_\_  
Applicant's Signature      Date      Additional Applicant's Signature      Date

FOR STAFF USE ONLY

This Certificate of Appropriateness is hereby **APPROVED/APPROVED WITH CONDITIONS/DENIED.**

\_\_\_\_\_  
Commission Secretary      Date